Housing Authority of City of Burlington Wisconsin
Riverview Manor
December 9, 2015

The regular monthly meeting of the Housing Authority of City of Burlington Wisconsin was held on Wednesday, December 9, 2015 at 6:05 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice Chairman Stubley, Secretary Iselin Commissioner Heck, Commissioner Merten and Manager Eileen Olson.

Minutes from the regular monthly meeting held November 18, 2015, were reviewed and approved as written with a motion by Stubley, seconded by Heck, and carried unanimously.

FINANCIAL REPORT:
Reserve Account balances as of November 30, 2015 (See statement balance sheet)

OCCUPANCY REPORT:
Manager Olson reported 50 on the waiting list for 1 bedroom units and 8 for 2 bedroom units.

BUILDING AND MAINTENANCE:
The board agreed on a color scheme for the new sign at the entrance to the parking lot. Manager Olson will submit the sign to Rural Development for approval.

Manager Olson submitted the application to Focus on Energy and awaiting a response.

Manager Olson is still looking into options for replacing the jelly jar lights at the building entrances.

The heat exchanger on boiler #2 (base building) failed and needs to be replaced ASAP. A motion was made by Iselin and seconded by Stubley to accept the bid from PBBS in the amount of $14,215.00 to replace the heat exchanger. Motion carried unanimously.

(MPR update)

> **Chris Hand from WMC recently conducted an inspection of all units at RVM to determine and correct any problems with cabinets and drawers that were installed during the revitalization project. He will be sending contractors to make any necessary repairs.**

COMMUNICATION
Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members.

NEW BUSINESS

Manager Olson has received complaints from some tenants of a strong smoke smell that is questionable, cigarette or something burning, which is definitely prohibited in the building at RVM. Manager Olson will investigate this further.

UNFINISHED BUSINESS

Manager Olson and board members again discussed the need for changes to the Management Plan. Manager Olson stated it needs to start with our changes requested and forward to Rural Development for their approval or suggested change.

OTHER BUSINESS:

There were no resident comments.

ADJOURNMENT

There being no further business, motion to adjourn was made by Heck, seconded by Merten and carried unanimously. Meeting adjourned at 6:55 P.M. The next monthly meeting has been tentatively scheduled for January 13, 2016 at 6:00 P.M.

Kelly Iselin

Kelly Iselin, Secretary